**Knowledge Assessment Creating Tables Lesson 6**

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. When you know how many rows and columns you need in a table, the quickest way to create the table is by dragging over the grid in the Table menu.

T F 2. Turning Table Style Options on or off has no effect on the Quick Styles in the Table Styles gallery.

T F 3. When Word converts text to tables, it uses paragraph marks, tabs, and commas to determine how to organize the data within the table.

T F 4. You can move a column or row using Cut and Paste.

T F 5. Sorting can only sort one column of data at a time.

T F 6. If a hyphen exists within a section of text, and you are converting that text to a table, the hyphen will create a new column.

T F 7. Text can be aligned both horizontally and vertically in a cell.

T F 8. Word provides four options for changing the direction of text in a cell.

T F 9. You can sort single-level lists, such as bulleted or numbered lists.

T F 10. The Repeat Header Rows button is used for tables that extend to multiple pages.

Multiple Choice

Select the best response for the following statements.

1. Using the Sort feature in a table will sort selected content in what order?

a. Ascending

b. Descending

c. Alphabetically order

d. All of the above

2. Combining two or more cells into one uses a Word feature called:

a. Split Cells.

b. Merge Cells.

c. Merge All Cells.

d. Merge Selected Cells.

3. An arrangement of data made up of horizontal rows and vertical columns is called a:

a. Menu.

b. Heading.

c. Table.

d. Merge.

4. Built-in preformatted tables that can be inserted and used in your documents are

called:

a. Table Styles Options.

b. Tables.

c. Quick Tables.

d. Insert Tables.

5. The rectangles that are formed when rows and columns intersect are known as:

a. cells.

b. merged cells.

c. split cells.

d. tables.

6. Which sort order sorts text from the end to the beginning?

a. Descending.

b. Ascending.

c. Plunging.

d. Downward.

7. Sorted data can consist of:

a. text.

b. numbers.

c. dates.

d. All of the above

8. Which option would you choose to arrange data alphabetically, numerically, or

chronologically?

a. Filter

b. Group

c. Sort

d. Category dialog box

9. When you create a table in Word, two new Ribbon tabs appear. Which of the following

are in a new Table Tools tab?

a. Page Layout

b. Design

c. Insert

d. Merge Cells

10. The first row of a table that is formatted differently than the rest of the table is called a:

a. total row.

b. banded column.

c. header column.

d. header row.